

JOB POSTING

**Office of the Commissioner
JOB OPPORTUNITIES
SUMMER WORKER-FISCAL SERVICES DIVISION**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 410 Capitol Avenue, Hartford, CT 06106
Program/Unit: Fiscal Services
Job Posting No: OC-107696
Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday-Friday
Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).
Posting Date: May 14, 2014 **Closing Date:** May 28, 2014

Duties may include but not limited to: Creating an electronic filing system including reviewing each file, scanning contract documents, creating spreadsheets and performing data entry of specific contract information. This position will be required to follow records retention procedures to box and move paper files.

Requirements: Prospective hires must have knowledge and ability to create and utilize Excel spreadsheets; ability to create databases; strong math and calculation abilities. Accuracy and attention to detail are important.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

PLEASE SEND APPLICATIONS TO:
**Office of the Commissioner
Human Resources Division
410 Capitol Avenue, MS #14HRD
Hartford, CT 06106
Attn: Harlynn E. Jackson
Email :harlynn.jackson@ct.gov
Fax : 860-418-6787**

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.